



Haycop Conservation Group

Health & Safety Policy Statement.

The Haycop Conservation Group (the “Organisation”) takes the Health and Safety of its Volunteers & Committee Members very seriously. We have a legal duty to ensure the Health, Safety and Welfare of our Volunteers whilst working at the Haycop Nature Reserve.

1. Responsibilities.

The responsibility for Health & Safety rests with everyone, from Committee Members & Trustees through to each individual Volunteer. This section sets out these responsibilities.

1.1 Overall & final responsibility for Health & Safety within the Organisation is that of the Haycop Committee & Trustees;

1.2 To ensure Health & Safety Standards are maintained and improved, the Haycop Committee and Trustees are specifically responsible for ensuring all activities under their control are carried out in accordance with the Organisation’s Health & Safety Policy, Standards and Safe Working Procedures, in compliance with Statutory Provisions;

1.3 Volunteers, Contractors, Committee members & Trustees have legal duties under the **Health & Safety at Work Act 1974**. They must:

- Cooperate with the Committee on Health & Safety matters;
- Take reasonable care for their own Health & Safety and that of others who may be affected by their Acts or Omissions;
- Cooperate, as far as is necessary, to enable any Duty or Requirement to be performed or complied with, as imposed on the Organisation, by or under any of the relevant statutory provision;
- Not intentionally or recklessly interfere with anything provided in the interests of Health, Safety or Welfare, (e.g. tools), in pursuance of any of the relevant statutory provisions.

Failure to comply with these requirements may lead to both disciplinary action being taken by the Haycop Committee and prosecution by the Health & Safety Executive (HSE).

2. Health & Safety Risks Arising from our Work Activities.

Under the **Management of Health & Safety at Work Regulations 1999**, the Organisation has a duty to assess risks to the Health & Safety of everyone who may be affected by their works’ activities. It is the Organisation’s Policy to ensure that no-one is put at risk from any activities under its control.



- 2.1 Risk Assessments will be undertaken by either a designated Committee Member or a Trustee in consultation with our Insurers;
- 2.2 The findings of the Risk Assessment will be reported to all Members of the Committee;
- 2.3 Committee Members will be responsible for ensuring the actions required are implemented;
- 2.4 The Committee will check that the implemented actions have either removed the hazard or that the risks are reduced to an acceptable level;
- 2.5 Assessment will be reviewed bi-annually or when a work activity changes, whichever is the soonest.

3. Consultation with Volunteers.

Under the **Health & Safety, Consultation with Employees Regulations 1996**, the Organisation has a duty to consult Haycop Volunteers ("Employees") on matters relating to Health & Safety.

4. Safe Plant & Equipment.

Under the **Provision and Use of Work Equipment Regulations 1998 (PUWER)** and **Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)**, the Haycop has a duty to ensure that all plant and equipment owned by the Haycop, (e.g. gardening tools, chain saws, brushcutters etc.), that requires maintenance, (including statutory testing), is identified and that the maintenance work is undertaken. Specifically:

- 4.1 The Committee will elect an individual or individuals from its Members who will be responsible for identifying all equipment and plant that needs Maintenance;
- 4.2 These nominated individuals will be responsible for ensuring effective Maintenance Procedures are drawn up;
- 4.3 These individuals will be responsible for ensuring these Maintenance Procedures are implemented;
- 4.4 Any problems found by Volunteers with the Haycop-owned equipment should be immediately reported to the Committee Member present on the day of volunteering;
- 4.5 Volunteers are responsible for the safe use and maintenance of any equipment belonging to them used on site.



5. Safe Handling & Use of Substances.

Under the **Control of Substances Hazardous to Health (COSHH) Regulations 2004**, the Haycop has a duty to assess the risks from both hazardous substances that are used, (e.g. chemicals, solvents, paints, oils etc.), and hazardous substances generated by work activities, (e.g. dust, fumes, vapours etc.). Certain chemicals, (e.g. powerful weedkillers like "Glyphosate"), must only be used by an authorised person, who must be licensed to do so.

- 5.1 The Committee will be responsible for identifying all substances that need a COSHH assessment;
- 5.2 The Committee will be responsible for undertaking these COSHH assessments;
- 5.3 The Committee will be responsible for ensuring that all actions identified in the assessments are implemented;
- 5.4 Assessments will be reviewed bi-annually or when the work activity changes, whichever is soonest.

6. Information, Instruction & Supervision.

The **Health & Safety Policy** must be available to Volunteers from Committee Members on site during the activity.

- 6.1 Health & Safety advice is available from Committee Members;
- 6.2 Supervision of Volunteers will be arranged, undertaken and monitored by those Committee Members on site during the activity.

7. Competency for Tasks & Training.

The law requires the Haycop to provide appropriate Information, Instruction and Training regarding Health & Safety Law & Regulations applicable to the work being undertaken on the Haycop site. This is to enable the people working on site to work safely for the benefit of themselves & others.

- 7.1 Training in tool skills will be provided for all Volunteers by the Committee through appropriate responsible people or Training Bodies;
- 7.2 Training records will be kept by the Committee;
- 7.3 Training needs will be identified, arranged and monitored by the Committee.



If a Volunteer does not understand any matter relevant to their Health & Safety whilst working, or consider that they have not received adequate Information, Instruction or Training, they must report the matter to the Committee.

8. Accidents, First Aid & Work-Related Ill Health.

The Haycop will ensure, as far as is reasonably practicable, that all accidents and dangerous occurrences, (e.g. near misses), are reported internally and, where appropriate, to the enforcing Authority, (e.g. the HSE). In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence. An Accident Book will be kept by the Committee.

- 8.1 All accidents, cases of work-related ill health and dangerous occurrences are to be reported to the Committee without delay. Details of the incident will be recorded in the Accident Book which is held by the Committee;
- 8.2 The Committee is responsible for undertaking investigations following accidents, dangerous occurrences and work-related illnesses;
- 8.3 The Committee is responsible for acting on the investigation findings to prevent recurrence;
- 8.4 The Committee is responsible for reporting notifiable Accidents, Diseases and Dangerous Occurrences to the enforcing Authority, as required by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**;
- 8.5 A First Aid kit will be held by the designated Committee Member on site during the day;
- 8.6 Volunteers are expected to do their own minor First Aid (e.g. putting plasters on minor cuts etc.);
- 8.7 The Committee is responsible for making sure the First Aid kit is fully stocked with approved First Aid materials;
- 8.8 Volunteers who may be trained First Aiders should advise the Committee Member on site of this fact.

9. Emergency Procedures – Fire & Evacuation.

- 9.1 Committee Members present on the day of the site activity will hold emergency contact numbers for all those on site;



9.2 Committee Members present on the day will hold emergency numbers for the **Emergency Services** (Fire, Police, Ambulance). The Air Ambulance is authorised to land on the FAIR Field close by.

10. Areas of Risk.

There are several situations that Volunteers could encounter that may present a risk to Health & safety. The main areas are listed below:

- Falls from height;
- Contact with water – Drowning, leptospirosis (Weil's disease – passed from animals e.g. rats);
- Contact with animal faeces (mainly dogs);
- Use of hand tools – (e.g. cuts, abrasions etc.);
- Being struck by moving or falling objects;
- Slips, trips & falls;
- Fire & explosion;
- Over-exposure to sun, heat, cold or exposure.

11. Monitoring & Reviewing.

To ensure that the Organisation's commitment to managing Health Safety & Welfare on site is actively pursued, the Committee & Trustees will examine the implementation of this Policy by performing regular Safety Audits, inspections of the Haycop site and reviews of work activities.

In addition, this Policy, together with its associated arrangements, will be reviewed bi-annually or when work activities change, whichever is soonest.

IF YOU ARE UNSURE ABOUT ANY ISSUES IN THIS POLICY, PLEASE INFORM THE COMMITTEE IMMEDIATELY. DO NOT TAKE CHANCES.

IF IN DOUBT – ASK!



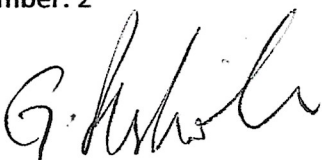
Please also read other Haycop H&S associated Policies:

- **Lone Working Policy;**
- **Volunteers Welcome Pack.**

This Policy will be reviewed at least every 2 years.

Date of issue: 19/03/2024

Version number: 2

Signed: 

Date: 19/03/24

Trustee/Committee member: GRAMAM PICKWELL

Signed: 

Date: 19/03/24

Trustee/Committee member: IAN BARRETT